

Arizona State Library, Archives and Public Records



*Preserving Arizona,
Providing Access*

A Different Perspective

- Records Management Division
 - History and Archives Division
 - Law and Research Library
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- Long-term value
 - Alternative, historical uses of information
 - To protect rights and interests
 - To document the history and culture of the state

What is a public record?

- “Records” means all books, papers, maps, photographs or other documentary materials, *regardless of physical form or characteristics*, including prints or copies of such items produced or reproduced on film or electronic media pursuant to section 41-1348, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein.

ARS 41-1350

Records Management

The State Library and Archives shall

- Establish standards, procedures and techniques for effective management of records.
- Make continuing surveys of record keeping operations and recommend improvements in current record management practices including the use of space, equipment and supplies employed in creating, maintaining, storing and servicing records.
- Establish standards and procedures for the preparation of schedules providing for the retention of records of continuing value and for the prompt and orderly disposal of records no longer possessing sufficient administrative, legal or fiscal value to warrant their further keeping.
- Approve imaging projects.

ARS 41-1345, 41-1348

Records Disposition

- Every public officer who has public records in the public officer's custody shall consult periodically with the state library and the state library shall determine whether the records in question are of legal, administrative, historical or other value.
- Those records determined to be of legal, administrative, historical or other value shall be preserved.
- Those records determined to be of no legal, administrative, historical or other value shall be disposed of by such method as the state library may specify.

ARS 41-1351

Arizona's official archives

- The central depository of all official books, records and documents not in current use of the various state officers and departments of the state, the counties and incorporated cities and towns.
- State officers in possession of official state or territorial archives shall deposit those archives with the state library.

ARS 41-1339

Archives

- Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator
- The division within an organization responsible for maintaining the organization's records of enduring value.

Archives are not Archives

- Materials created or received by a person, family, or organization, public or private, in the conduct of their affairs and preserved because of the enduring value contained in the information they contain or as evidence of the functions and responsibilities of their creator
- Records stored offline, especially if in a form that is readily accessible by software applications
- The State Archives collects *permanently valuable* records, usually 3-5% of the records in an agency.

Arizona Depository Library

- The governor, the secretary of state, the president of the senate, the speaker of the house of representatives, the heads of departments and all officers and agents of this state shall supply at no cost the number of copies of official reports, public documents and publications required for the state library or its agents to satisfy the requirements of the state documents program . . .

ARS 41-1335 (B)

The Challenge of Digital Information

- Permanent public records transcribed or kept as provided in subsection A shall be stored and maintained according to standards for the storage of permanent public records established by the director of the Arizona State Library, Archives and Public Records.

ARS 39-101

- Electronic records subject to technological obsolescence, no common standards for long-term preservation.
- Current standards require permanent records be kept on microfilm or acid-neutral paper.

A Partner to help you

- Advise on all aspects of records management
- Determine what can be destroyed, what should be transferred to the Archives
- Establish procedures for the legal destruction of records
- Advise on and authorize microfilm and imaging projects

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